

## Management System: Office of Human Resources

## Subject Area: Staffing and Classification

# Program Description: Mentoring

**Issue Date:** 06/16/15

**Revision Number:** 1

**Management System Owner:** Jeff Williams

**Subject Matter Expert:** Jean St. Pierre

### 1.0 Purpose/Introduction

To promote and improve knowledge sharing, professional development, and continuous learning that focuses on partnership development succession processes based on the agency's planning and deployment strategy; to eliminate talent deficiencies by providing measurable efforts to create a well-trained organization through character development and skill enhancement.

This plan applies to all CBC employees who participate in the EMCBC Mentoring Program. In addition, this plan is applicable to EMCBC employees in managerial and supervisory positions on detail for 120-days or more during the period of the detail.

The EMCBC Mentoring Program cascades down from the DOE plan and provide enriching experiences through reciprocal relationships and opportunities for GROWTH while sharing knowledge, leveraging skills, and cultivating talent. It provides a series of developmental experiences for matched mentoring pairs and designated groups. The primary goal of the relationships is personal and professional growth and development for individuals. Through the mentoring relationship, mentors have the opportunity to coach, guide and share experiences, knowledge, and skills which will contribute to the Mentee's growth. Mentoring opportunities will vary according to the needs and interests of the Mentee and the organization. Mentoring relationships require time, commitment, and clear plans of action.

### 2.0 Roles and Responsibilities

<b>Program Manager, Mentoring Program</b>	Oversee development, implementation and evaluation of the DOE Mentoring program.
<b>Mentor</b>	<ul style="list-style-type: none"> <li>▪ Work with the mentee and their supervisor in developing an Individual Development Plan (IDP)</li> <li>▪ Understand how the organization manages its programs, create realistic work products, and model behavior</li> <li>▪ Study key core competencies needed to sustain a strong leadership environment</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure mentee work projects have start and end dates, and do not distract from the mentee's official duties</li> </ul>
<b>Mentee</b>	<ul style="list-style-type: none"> <li>▪ Meet routinely with mentor</li> <li>▪ Actively participate in mentoring activities and goal accomplishment</li> <li>▪ Provide feedback and recommendations for program improvement</li> </ul>

## 4.0 Approach

The EMCBC Director, in partnership with the Assistant Directors and Team Leaders, will implement a comprehensive Mentoring Program to support mentoring and coaching activities as part of leadership succession planning – either planned or unplanned, preparation of Individual Development Plans (IDPs), and performance management process, to ensure the stability and accountability of mentoring throughout the organization.

1. The employee contacts the Program Manager to obtain a Profile form for either a Mentor or Mentee, and the appropriate Handbook.
2. Upon completion and return of the Mentor/Mentee Profile sheet, the employee is advised by the Program Manager who they have been paired with as a Mentor/Mentee.
3. The Mentor and Mentee agree to mutual meeting to discuss goals and objectives of relationship.
4. The Mentor and Mentee periodically, at their discretion, report progress to Program Manager. The formal relationship continues for approximately one year or for whatever period agreed upon by both the Mentor and Mentee.

## 5.0 Requirements

- 3.1.1 P.L. 85-507, "The Government Employees Training Act of 1958"
- 3.1.2 5 USC 41, "Training"
- 3.1.3 5 CFR 335, "Promotion and Internal Placement"
- 3.1.4 5 CFR 410, "Training"
- 3.1.5 5 CFR 720, "Affirmative Employment Programs"

## 6.0 Supporting Management Systems, Subject Areas, and Procedures

None

## 7.0 Exhibits

- A. DOE Mentoring Program Guidance and Plan
- B. DOE Tools for the Mentor
- C. DOE Mentor Profile Form
- D. DOE Tools for the Mentee
- E. DOE Profile Form for the Mentee

**8.0 Definitions** – See Master Definition List located at the top of the MSD.

**EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: EMCBC Mentoring Plan**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Original document with new format	All	07/31/12
1	Reformatted original to comply with current MS template	All	06/16/15